

# Craig Harrison's Most Popular Communication Presentations



• Speaker • Trainer  
• Consultant



## Develop Your Workplace Communication Quotient (CQ)!

Enhance your **credibility** in the workplace through more **confident and credible communication**. Make honesty your policy, learn how to give and receive constructive criticism, learn to turn rejection into redirection, manage upwards and enhance your reputation in the workplace.



## Listening — The Forgotten Communication Skill

Miscommunication as a result of **poor listening skills** costs millions of dollars, countless hours of wasted time. Have we gotten your attention yet? Learn about listening vs. hearing, uncover the meta-message in communications and learn how gender and other variables alter listening skills. Learn to become a powerful listener.



## Mastering E-Mail Communication

Learn to send **effective, service-oriented E-mails**. Learn its advantages and disadvantages, strengths and weaknesses. Develop your checklist for when you should (and shouldn't) use E-Mail, learn the best use of subject lines, signature lines, white space, CC and BCC, and actually edit real life e-mails for readability and simplicity!



## Effective Meeting Management Avoid An All-Meet Diet

Whether you're leading, facilitating or just suffering from meetings, this presentation teaches you everything you need to know to plan, stage and recover from **meetings**, be they weekly, board or the shareholder variety. Addresses agendas, rules of order, addressing challenges, and how to manage meeting monsters!



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